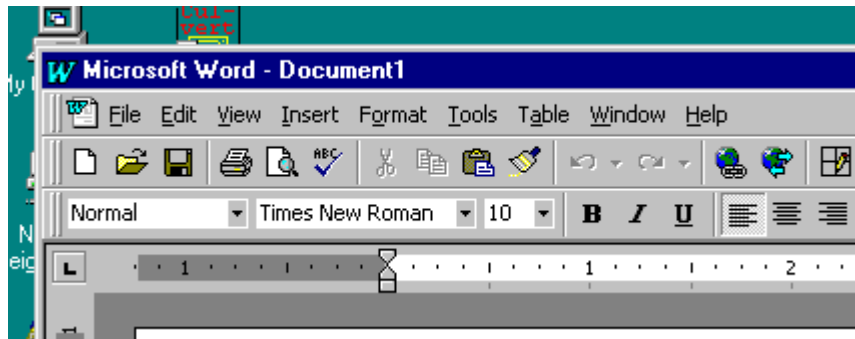


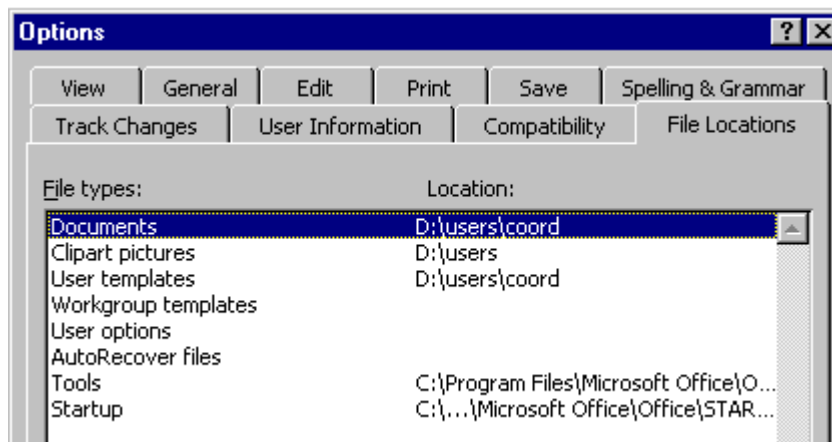
To set default file locations for word documents.

Select ***“Tools”*** see below:



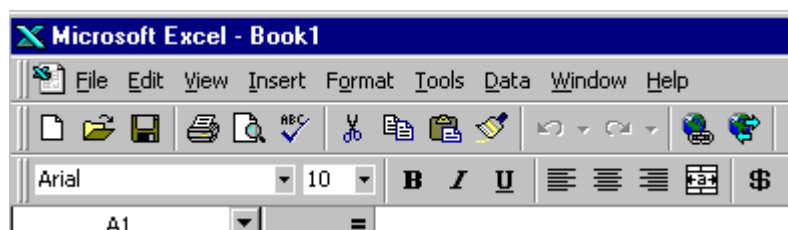
Select ***“Options”***

Select ***“File Locations”*** then modify the ***“Location”*** for each file type.

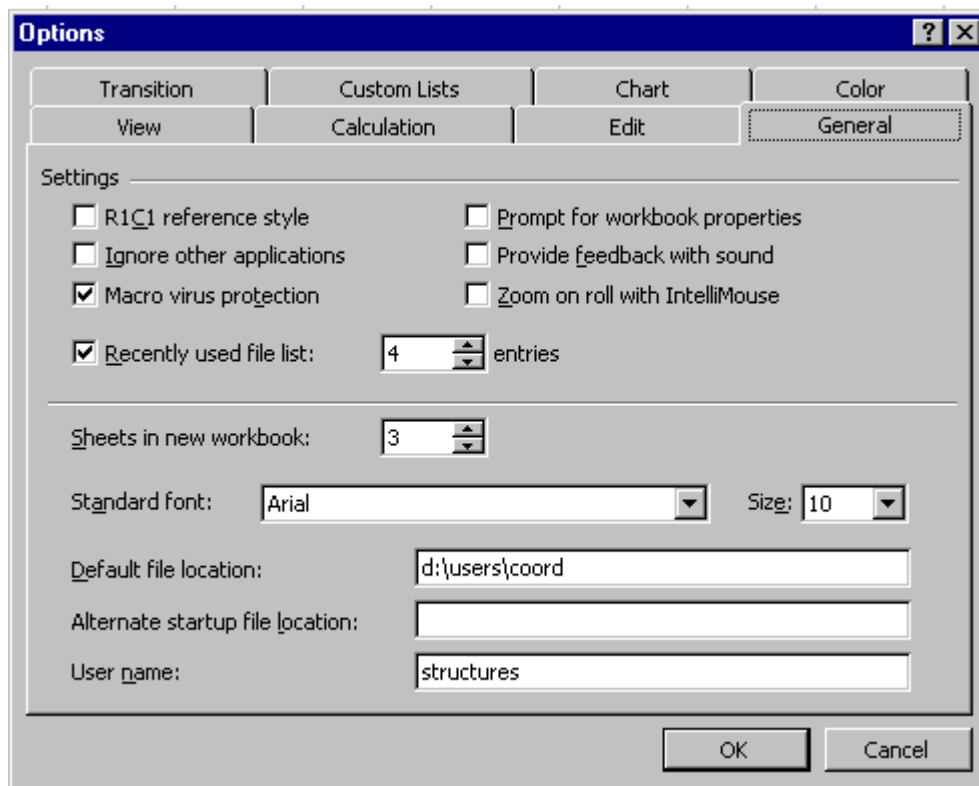


To set default file location for excel files:

Select ***“Tools”*** as shown below:



Select ***“Options”*** the ***“General”*** as shown on next page..



Type in the default directory that you want in the “*Default file locations*: